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INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

# 2005 MUSEUMS FOR AMERICA GRANTS

*Grant Application  
and Guidelines*

*Application Deadline:*

**November 15, 2004**

*For information, call*

*IMLS: (202) 606-8539*

# MUSEUMS FOR AMERICA

## *Grant Application and Information*

Fiscal Year 2005

### **What is IMLS?**

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

### **For more information call or write:**

Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
(202) 606-8536

[http:// www.imls.gov](http://www.imls.gov)

TTY (for hearing impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant application and information booklet by contacting IMLS.

### **Burden estimate and request for public comments**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue NW, Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

CFDA No. 45.301



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Dear Colleagues,

I am pleased to present the application and guidelines for the FY 2005 Museums for America grants. These grants provide flexible funding supporting a wide range of activities that help museums achieve their institutional missions while demonstrating public value. Through this program IMLS “helps museums carry out their public service role of connecting the whole of society to the cultural, artistic, historic, natural, and scientific understandings that constitute our heritage,” as directed by the Museum and Library Services Act.

The structure of this program has evolved in coordination with the museum field and in response to the Act. We encourage continued feedback from the community and firmly believe that an ongoing dialogue helps to strengthen this premier program of federal support for the nation’s museums. The content of the guidelines for this year has not changed substantially from last year. What is different is the deadline. **The new deadline is November 15, 2004.**

Museums for America will help museums advance their role as trusted resources that serve communities by creating and sustaining a nation of learners. I look forward to the fine work that will be done with Museums for America grants to sustain heritage, support lifelong learning and advance museums’ role as centers of community engagement.

Sincerely,

Robert S. Martin Ph.D.  
Director



## Program at a Glance

<b>Deadline:</b>	November 15, 2004
<b>Matching Requirement:</b>	1:1
<b>Amount of Grant:</b>	\$5,000-\$150,000
<b>Eligibility:</b>	See pages 1.3–1.4
<b>Grant Period:</b>	Up to Three Years Must begin between Aug. 1, 2005–Oct. 31, 2005
<b>Program Contact:</b>	Christine Henry, 202/606-8687, <a href="mailto:chenry@imls.gov">chenry@imls.gov</a> Robert Trio, 202/606-8659, <a href="mailto:rtrio@imls.gov">rtrio@imls.gov</a> Kristin Veline, 202/606-8550, <a href="mailto:kveline@imls.gov">kveline@imls.gov</a>
<b>Awards Notification:</b>	Mid-July 2005

### PROGRAM DESCRIPTION

Museums for America grants strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals. The program funds ongoing or new activities and projects to support the role of museums with three program categories:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

### GRANT AMOUNTS

Grants will be made in three broad funding categories, based on requested funds. Applicants may request funding in one of the three funding categories:

Funding Category 1	Total Project Requests between \$5,000-\$24,999
Funding Category 2	Total Project Requests between \$25,000-\$74,999
Funding Category 3	Total Project Requests between \$75,000-\$150,000

Awards will be made across all funding categories in amounts proportional to applications received.

Program Categories	Total Request Amount/Funding Categories		
Sustaining cultural heritage	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Supporting lifelong learning	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Serving as centers of community engagement	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000

All federal funds must be matched on a 1:1 basis with non-federal resources. The match may be cash contributions, earned income, equipment, materials and supplies, staff time, or other in-kind contributions.

## **Museums for America CALL FOR REVIEWERS**

All applications to the Museums for America program are competitively evaluated through a peer review process. Peer review is fundamental to decision making by the Institute of Museum and Library Services. The agency relies on the advice and recommendations of members of the field who have expertise in all areas of museum operations, strategic planning, museums and community interaction, and/or lifelong learning in a museum setting. Reviewers provide an important service to the museum field.

IMLS now makes Reviewer Application Forms available on our Web site. Information and forms are provided at:

[http://www.ims.gov/grants/review/rev\\_how.htm](http://www.ims.gov/grants/review/rev_how.htm).

Reviewers receive a modest honorarium for their service.

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**PART 1**

**GENERAL  
INFORMATION**

## The Opportunity: Museums for America

The Institute of Museum and Library Services administers a variety of grant programs that advance the value of museums and libraries as critical resources for a nation of learners.

Museums for America is the largest grant program for museums at IMLS, providing more than \$15 million to support the role of museums in American society with three program categories:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Museums for America grants are intended to strengthen the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals.

FY2005 Museums for America funding will support projects and activities designed by museums that strengthen them as active resources for lifelong learning and as important institutions in the establishment of livable communities. Museums for America grants can fund ongoing museum activities; improvement of institutional infrastructure; planning; new programs or activities; purchase of equipment or services; research and scholarship; or efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

IMLS will distribute funding for Museums for America grants across all types and sizes of museums, as well as among all funding categories. Applicants may apply in one of nine categories, as listed in the chart below.

Program Categories	Total Request Amount/Funding Categories		
Sustaining cultural heritage	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Supporting lifelong learning	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Serving as centers of community engagement	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000

A 1:1 match is required in each category. All applications must demonstrate evidence of institutional strategic planning and relate the proposed project to the institution's plan. Projects should be investments in the organization that will have long-term institutional impact, not one-time activities.

A museum may not have more than one active Museums for America grant. Recipients of Museums for America funding must complete their projects before receiving funding for an additional Museums for America grant. The start date of any new application may not precede the end date of any previously funded Museums for America grant.

## Eligibility

### WHO MAY APPLY

- An applicant must be
- a museum<sup>1</sup>, that (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) cares for and owns or uses tangible objects, whether animate or inanimate, and exhibits these objects on a regular basis through facilities it owns or operates; (3) has at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's services and operations<sup>2</sup>; and (4) is open and providing museum services to the general public on a regular basis. (A museum that exhibits objects to the general public for at least 120 days a year fulfills this last requirement.<sup>3</sup>)
  - a unit of state or local government or a private nonprofit organization
  - located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federate States of Micronesia, or the Republic of Palau.

### MUSEUMS WITHIN MULTIPURPOSE ORGANIZATIONS

A museum located within a multipurpose public or private non-profit organization such as a municipality, university, historical society, foundation, or a cultural center may apply on its own behalf for Museums for America if (1) the museum is able independently to fulfill all the requirements for eligibility listed under the first bullet above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

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1 Eligible museums include aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), history museums, historic house/site, natural history/anthropology, nature centers, planetariums, science/technology centers, specialized museums which are limited to a single distinct subject, and zoological parks.

2 When a museum does not have a full-time professional staff member, it has to demonstrate in the application that it has the full-time equivalent of at least one professional staff member and that, if it receives an IMLS award, one of the part-time professional staff members will be responsible for overseeing grant activities and ensuring that the museum is in compliance with the requirements of the grant.

3 If a museum is not scheduled to be open to the public 120 days a year, it is still eligible to apply to IMLS for funding if it can demonstrate that, in the year preceding the submission of its application, the combination of days it was scheduled to be open and days it was open by appointment equal at least 120 days.

## Data Universal Numbering System (DUNS) Taxpayer Identification Number (TIN)

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### DUNS

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or non-profit organization they may operate are exempt from this requirement.

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### TIN

The Taxpayer Identification Number is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

## Goals of Program

Museums for America strengthens the ability of museums to serve the public more effectively by supporting high priority activities that advance the institution's mission and strategic goals. Three program categories have been established to advance the mission of this initiative to support the wide range of museum activities, including both those that are behind-the-scenes and publicly accessible.

### **SUSTAINING CULTURAL HERITAGE**

This category supports all activities that museums undertake to sustain cultural heritage, including artistic, scientific, and historical artifacts and content. Collections management activities, research, scholarly and popular publications, and exhibit planning, design, and implementation are eligible for funding.

### **SUPPORTING LIFELONG LEARNING**

This category encompasses the broadest scale possible of what museums provide as educational activities, including programs designed for youth, families, or adults, exhibits, Web site content and design, and publications. The means by which museums share their collections, content, and knowledge to support learning are eligible for funding.

### **SERVING AS CENTERS OF COMMUNITY ENGAGEMENT**

This category supports projects and activities that actively engage museums with their community. Public programs, community partnerships with other organizations, and behind-the-scenes activities that enhance the museum's ability to serve their community (including partnership organization, personnel administration, and communications) are eligible for funding.

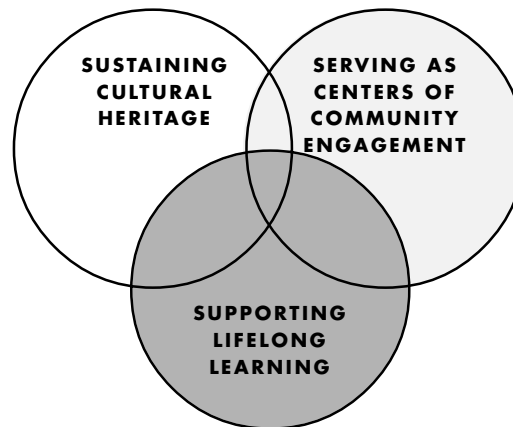
Applicants may apply in one of nine divisions, as listed in the chart below.

Program Categories	Total Request Amount/Funding Categories		
Sustaining cultural heritage	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Supporting lifelong learning	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000
Serving as centers of community engagement	\$5,000-\$24,999	\$25,000-\$74,999	\$75,000-\$150,000

## Choosing a Category

As the diagram below indicates, many projects might fit into two or more categories; however, applicants *must* select only *one* category to address. For example, a museum could apply to digitize collections. If the project activities are focused on the behind-the-scenes activities of the staff to digitize collections, then it would be a Cultural Heritage project. If the project activities are focused on putting these images on a Web site and developing curriculum after the digitization occurs, then it would be a project for Lifelong Learning. But if the project activities focused on a partnership with the local library, school, and community center to use the digitized images in some shared programming for a community day, then the project would fall under Centers of Community Engagement. Projects that address multiple categories will hold no advantage in the review process.

### MUSEUMS FOR AMERICA PROGRAM GOALS



**CHOOSE ONLY ONE**



## Eligible Grant Activities and Costs

Museums for America grants will provide an opportunity for institutions to build their effectiveness in meeting their missions and furthering their strategic plans. Museums will be able to use Museums for America funds to serve their public more effectively, by improving their operations both behind-the-scenes and publicly in a number of ways.

- community engagement
- education
- exhibition
- visitor experience, including public programs and membership services
- research, scholarship, and publications
- staff training
- strategic plan enhancement and planning activities
- collections management
- other museum activities

Applicants should define how the funding relates to their institutional strategic goals in the critical area of public service.

IMLS sees Museums for America grants as investment grants and expects that for recipient institutions the funding will provide

- investment in capacity
- support for institutional strategic planning
- support to measure outcomes

Types of grant activities funded may include but are not limited to

- Migration of card-based collections management tools to an electronic collections management system.
- Creating or receiving a special one-time exhibit that has long-term impact on museum.
- Bringing a traveling exhibit to the museum, and creating education and outreach programs supporting the exhibit for the museum's audience.
- Cataloging collections so they are more accessible for exhibition, interpretation, and research (may include hiring personnel and purchasing computer software).
- Digitization of collections.
- Continuation of an existing program in the museum to support widened access, inclusion, and diversity.
- Working with schools to develop curricula and/or programs.
- Improvement of existing or development of new exhibitions to enhance educational services.
- Research on collections to assist in the ongoing interpretation of the collection and/or development of museum programs.
- Research, scholarship, and the creation of a publication for the museum.

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes. Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made. IMLS will work with grantees to create these assessment plans.

*Information about outcome-based evaluation can be found on the IMLS Web site ([http://www.imls.gov/grants/current/crnt\\_obe.htm](http://www.imls.gov/grants/current/crnt_obe.htm)) or may be requested from IMLS.*

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**ELIGIBLE  
COSTS**

- Eligible expenses include but are not limited to
- staffing
  - costs related to planning and maintenance of project partnerships
  - purchase of equipment, materials, supplies, or services
  - staff training
  - program development and implementation
  - exhibition design and fabrication
  - integration of technology into exhibition or educational programs
  - costs associated with evaluation of grant programs or activities
  - research
  - publication
  - indirect or overhead costs (see page 3.5)
  - activities assisting in achieving intellectual control over the collection, including: inventory, daily maintenance, numbering, buying storage boxes

## Non-eligible Activities and Costs

- Contributions to endowment funds.
- Acquisition of objects for the collection.
- Costs of social activities, ceremonies, and other entertainment.
- Pre-award costs (costs incurred prior to the effective date of the grant).
- Construction and renovation of museum facilities. Exhibit construction can be an allowable cost.
- Collection conservation activities including the purchase of storage equipment such as shelving, installation of collections HVAC systems, creation of collections storage facilities, object treatment, collections surveys, or historic structure renovation (for these activities, please see IMLS Conservation Project Support Guidelines for possible eligibility).
- Exhibit fabrication which includes creation of permanent structures for object storage, transportation of people or objects, or exhibition of objects or animals. If you have a question about the eligibility of the scope of your exhibition activities, please call IMLS staff immediately.
- General museum fundraising costs, such as development office staff or other staff time devoted to general fundraising.

Applicable government-wide cost principles are listed in 45 C.F.R. Section 1180.10 (a) (IMLS regulations), available upon request.

## Matching Funds

IMLS will provide up to one-half the cost of the project. Your match may consist of

- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may *not* use federal funds as your match. In-kind contributions such as staff time, donated services, supplies, and space may be used as a match if you can document that donations relate specifically to your Museums for America project.

## Application Review and Evaluation

IMLS staff reviews all submissions to determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact an applicant for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. An applicant will be notified by mail if the institution's application is rejected, as provided in 45 C.F.R. Sections 1180.36, 1180.37.

All eligible and complete Museums for America applications are peer reviewed under a competitive process using field review and/or sitting panels. Reviewers and panelists are drawn from professionals in the field with relevant areas of expertise in the types of activities and institutions identified in the application.

Field reviewers provide an initial evaluation applying the criteria identified on pages 2.2 -2.3 ("Evaluation Criteria"). For this evaluation, applications are grouped into field review panels based on (1) the three grant categories (sustaining cultural heritage; supporting lifelong learning; or serving as centers of community engagement); (2) the request amount; and (3) institutional budget size. IMLS staff determines institutional budget size panel breakdowns based on applications received.

Sitting panels of museum professionals review top ranked applications (based on standardized field review scores) for: (1) the ability of the project to further the institution's mission and strategic plan; (2) the relationship between the institution's proposal and IMLS Museums for America program goals; and (3) the strength and feasibility of the project design. The IMLS Director takes into account the advice provided by the review process and, by law, makes all final funding decisions.



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**PART 2**

**COMPLETING  
THE  
APPLICATION  
NARRATIVE**

## Application Evaluation Criteria

A well-designed proposal narrative is thorough and succinct while addressing all of the following evaluation criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation. The narrative criteria are designed to create a proposal that begins with the broadest ideas and progresses to the details.

As stated in “Preparing your Application” (page 3.2), the application narrative must be no more than seven pages, must address the Evaluation Criteria in the order presented here, with each response numbered, and must

- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Have page numbers on each page, front and back if double-sided pages are used.

### NARRATIVE QUESTIONS

#### 1. PROJECT DESIGN

Describe the project and its overall goals.

**Review Criteria:** Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. If technology purchase is requested, extent to which it will support the project or activity goals, and further the institution’s strategic plan. If partnerships are supported by the grant, evidence that all partners are active contributors to and beneficiaries of the partnership activities.

#### 2. GRANT PROGRAM GOALS

Describe which one of the three goals of Museums for America the project addresses:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Describe how your proposal fits into that category. You must choose *only one* category to address. Your project will not be more favorably reviewed if you try to address all three categories. While many projects fit into one or more of these broad categories, every project will emphasize one of these areas over the others.

**Review Criteria:** Degree to which the project or program addresses the programmatic strategic goal the institution has identified on the face sheet as its chosen category.

#### 3. HOW THE PROJECT FITS INTO STRATEGIC PLAN AND MISSION

Describe how your proposal relates to your mission statement and strategic plan as outlined in your strategic plan summary, a separate 2 page requirement of this application (see page 3.3). Describe how the project will serve as an investment in institutional capacity. Discuss the long-term impact of this project after IMLS funding ends.

**Review Criteria:** Evidence that the project or activities fit into and further the institution's strategic plan and mission. Extent to which the project is of sufficient scope to effect systemic change within the organization and/or expand institutional capacity to carry out the above strategic goals.

#### **4. STRATEGIC PLAN: PROCESS AND FINANCIAL RESOURCES**

Describe briefly how the institution arrived at its strategic plan, including the planning process and the participants in that process. Describe how the institution's financial resources support its strategic plan and the long-term stability of the museum.

**Review Criteria:** Evidence that the museum's strategic (institutional, long-range, master) plan had community, board, and staff involvement and supports the goals and needs of both the museum and its community. Evidence that the planning activities of the museum also ensure the long-term financial stability of the museum. (Please note: a required attachment is a financial statement for the applicant's two previous fiscal years prior to application.)

#### **5. APPROPRIATENESS OF PROJECT FOR INSTITUTION, AUDIENCE**

Describe who the intended audience is for this proposal and how the project will serve this audience. Briefly describe your area's demographics and how this intended audience fits within the institutional strategic plan.

**Review Criteria:** Evidence that the project designers have identified an audience, performed a formal or informal assessment of their needs, and have designed this project as the best solution to answer those needs.

#### **6. PROJECT RESOURCES: TIME AND BUDGET**

Describe the specifics of the time allotted for major activities and how these activities fit within the overall activities of the museum. Discuss the budget allocated to accomplishing the proposed activities.

**Review Criteria:** Evidence that the project activities will be effectively completed and that the applicant institution is capable of carrying out the project to its successful conclusion through the deployment and management of resources including money, facilities, equipment, and supplies. Appropriateness and cost efficiency of budget to complete project activities.

#### **7. PROJECT RESOURCES: PERSONNEL AND TECHNOLOGY**

Describe personnel who will accomplish the proposal goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the project, especially if they are current museum staff with other duties. If hiring new personnel, describe the position in detail and the qualifications of appropriate candidates. If the project includes digitization of museum collections, complete "Specifications for Projects Involving Digitization" on pages 5.9–5.10.

**Review Criteria:** Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel can commit adequate time to manage and implement the project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses. If project includes digitization, evidence that appropriate procedures will be followed.

## Guidance for Digitization Projects

### INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, describe the subject matter and its significance, including relationships to related collections. Explain how the material was or will be selected for digitization. Describe the additional value that digitization will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the collection. The application also includes a form, “Specifications for Projects Involving Digitization” (see page 5.9), which must be completed and submitted with the application. Funded digitization projects are expected to report their projects to a national level registry of digital resources and/or national bibliographic utility, as appropriate. IMLS will provide information on other reporting requirements as appropriate.

### INTEROPERABILITY

Digitization projects should follow existing standards and best practices where applicable and should be interoperable with other collections.

### DIGITIZATION PLANS

Applicants for digitization projects are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application. Sample digitization plans are provided on the following Web sites:

- <http://www.cdpheritage.org> – The Colorado Digitization Program.
- <http://www.nedcc.org/digital/dighome.htm> – The Northeast Document Conservation Center’s *Handbook for Digital Projects: A Management Tool for Preservation and Access*.

### RESOURCES FOR DIGITIZATION PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digitization projects. Available at <http://www.imls.gov/pubs/forumframework.htm>, this document contains links to many Web sites with useful information for planning and implementing digitization projects. The University of Illinois at Urbana Champaign is creating a registry and metadata repository of collections digitized with IMLS funding. See the site at <http://imlsdcc.grainger.uiuc.edu>. The IMLS web site provides examples of funded digitization projects at [http://www.imls.gov/closer/cls\\_po.asp](http://www.imls.gov/closer/cls_po.asp). The list of resources below is to assist you in learning more about digitization projects and is neither exhaustive nor an endorsement of any particular resource:

- <http://memory.loc.gov/ammem/ftpfiles.html> – The Library of Congress’ American Memory Project has useful technical information for digitization projects.
- <http://www.cdpheritage.org/resource/index.html> – The Colorado Digitization Program’s Web site has a site devoted to Digitization Resources that includes information about copyright, metadata, digitization standards and administrative concerns.
- <http://www.clir.org/diglib/publications.htm> – The Digital Library Federation has publications on a range of topics, including digital image management and preservation.
- <http://www.rlg.org/preserv/diginews/> – The Research Libraries Group’s *DigiNews*, a bimonthly Web-based newsletter.
- <http://www.umuc.edu/distance/odell/cip> – Center for Intellectual Property and Copyright in the Digital Environment by the Office of Distance Education and Lifelong Learning at University of Maryland University College.
- <http://www.copyright.iupui.edu> – Copyright Management Center (CMC) Indiana University-Purdue University Indianapolis.
- <http://www.dlib.org> – D-Lib Magazine has many articles on preservation of digital materials.
- <http://www.w3.org/WAI/> – The World Wide Web Consortium’s guidance and resources on Web accessibility for people with disabilities.
- [http://www.chin.gc.ca/English/Digital\\_Content/index.html](http://www.chin.gc.ca/English/Digital_Content/index.html) – The Canadian Heritage Information Network has information on creating and managing digital content.



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**PART 3**

**PREPARING  
AND  
SENDING  
THE  
APPLICATION**

## Preparing Your Application

### FORMAT

All application materials *must*

- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.

An application requesting Museums for America Grant support should include the following materials organized in the order listed. Following this list is a description and reference pages for each piece of the application.

1. Face Sheet
2. Statement of Purpose/Mission Statement and History (not to exceed one page)
3. Strategic Plan Summary (not to exceed two pages)
4. Institutional Financial Statements (for past 2 fiscal years; no full audits please)
5. Narrative (not to exceed seven pages); each question is numbered and labeled
6. Schedule of Completion
7. Project Budget (Detailed, Summary, and Budget Justification)
8. Current, federally negotiated rate for indirect costs, if applicable
9. Specifications for Projects Involving Digitization, if applicable
10. Proof of Non-profit Status, if applicable
11. List of key project staff and consultants
12. Resume(s) for key project personnel (not to exceed two pages per person)
13. Attachments (see page 3.7 for more information)
14. Grants Processing Information Sheet (included on page 5.12)
15. Signed Assurances Form (included on page 5.13)

### FACE SHEET

The Face Sheet is the form that summarizes all the museum contact information and other useful data. It is located in the Application Forms section of this document (pages 5.3-5.5). Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site. The Face Sheet must include the following:

- Completed information on all three pages and a signature from your authorizing official.
- The paragraph summary of your project.
- A Data Universal Numbering System (question 7) and Taxpayer Identification Number (question 8). For more information on the DUNS and TIN numbers, please see page 1.4.
- If Institution has a budget deficit for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit.

### STATEMENT OF PURPOSE/ MISSION STATEMENT AND HISTORY

The Statement of Purpose and History page includes a mission statement and brief background history for the reviewers that:

- *Must note the source, approving body and date of the official document where it appears.*
- May be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full.
- Must accurately portray your museum's purpose or mission.
- Uses the remaining space available on the page to include a brief history of the museum.
- Must be maximum length one page, 8.5- by 11-inch single spaced.

## STRATEGIC PLAN SUMMARY

The strategic plan summary, sometimes called an institutional, long-range, or master plan summary, is used by reviewers to evaluate how your grant proposal project or activities further your institutional goals. The summary should

- Describe a current and comprehensive plan covering all relevant areas of operation. Partial plans such as education or interpretation plans are only one element of a strategic plan.
- Explain the key components of the current plan; methods used to develop the plan, such as institutional self-study or assessment; how the plan is evaluated and updated; and the roles of trustees, staff, consultants, members of the community or others in developing the plan.
- Discuss the institution's success in meeting goals in the plan.
- Be no more than two single-spaced, one-sided pages in length.
- Make sure to indicate where the museum is in the planning process at the time of application. If your museum is in the midst of a strategic planning process, please indicate how this project relates to the plan that preceded it.

## INSTITUTIONAL FINANCIAL STATEMENTS

Institutional Financial Statements are a snapshot of the museum's financial health that helps reviewers determine the financial stability of the institution and gives an overall picture of the institution. Institutional Financial Statements

- Include a required copy of your museum's financial statements for your past two complete fiscal years. If at time of application your fiscal year is complete, but not yet audited, please submit these unaudited figures and label as such.
- If your museum is part of a larger organization (municipal government, university, etc.), do not include financial statements for those parent organizations, *only* for the museum.
- Can be in the form of statement of activities, internal balance sheets, audit summary pages, or federal tax returns.
- *Do not* include copies of full audits. (Full audits may be included in the attachments section, if desired.)
- *Do not* include audits of value or worth of the collection used for insurance purposes.

## NARRATIVE

The Narrative is the section that describes your project. It should explain what need the grant activities will meet and provide sufficient information for reviewers to evaluate all criteria. The Narrative

- Identifies grant activities, addressing the Application Evaluation Criteria listed on pages 2.2-2.3.
- Has each narrative question labeled and numbered.
- Answers each question in the order listed on pages 2.2-2.3.
- Does not include detailed budget discussions. These should be included in Budget Justification section (see page 3.6).
- Is legible so that reviewers can easily read the information you provide. IMLS recommends that you produce the Narrative using a word processing system. *Handwritten applications will not be accepted.*
- Is no more than seven single-spaced, one-sided pages in length.

## SCHEDULE OF COMPLETION

- A schedule of completion is a graph or list that
- Shows when each major project activity will be completed; project activities must begin between August 1, 2005 and October 31, 2005.
  - Should correspond to the activities described in the Narrative.
  - When showing an ongoing project or program, differentiates between IMLS funded portions and portions funded before or after the IMLS project begins.
  - Indicates the milestones for completion of each major project activity as illustrated by the sample on page 5.11. The applicant need not follow the sample format but should provide the same type of information.

## PROJECT BUDGET

The Project Budget is made up of three elements:

1. Summary Budget (form located on page 5.6)
2. Detailed Budget (forms located on pages 5.7-5.8)
3. Budget Justification

The Project Budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. Applicant must provide a 50% cost share of the project costs, which may include in-kind contributions, staff salaries for work done on the project, cash and other donated services and objects. *Refer to requirements for Cost Sharing under "Conditions of a Grant" (page 4.2) in preparing the budget.*

### 1. SUMMARY BUDGET

The Summary Budget is a form that is described below. Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site (see page 3.7).

- It shows full project costs in each category for all years.
- It should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both cash and in-kind support).

### 2. DETAILED BUDGET

The Detailed Budget is a set of forms that is described below. Use or replicate the forms in this booklet or access the electronic fill-in forms at the IMLS Web site (see page 3.7).

- It should be completed for each year (12-month period) of project activities. For example, year one may be August 1, 2005 through July 31, 2006.
- It should be duplicated, one set for each year of your project.
- It should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed by the applicant or third party.
- It lists items, whether supported by grant funds or cost-sharing contributions, that must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.
- It should clearly and specifically identify sources of contributions.
- For third party contributions, it must indicate whether the contributions are assured or pending.
- It should identify consultant fees costs by hourly rates or daily fees.
- It indicates the method of cost computation. This is the type of calculation that you are using to show the fees; this could be estimate, hourly, yearly wage, etc.

- If you create your own forms, a spread-sheet program such as Excel is recommended. But the forms *must* replicate the format of the forms in the guidelines, including all budget categories.
- If you need more lines than are provided in the forms, please use an additional set of forms, and indicate that this is a continuation of the first form for the appropriate year.

### 3. INDIRECT COSTS

Indirect costs are project costs that an institution incurs that cannot be easily assigned to an individual project. They are also called “overhead” or “administrative costs.” Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the institution. Institutions charging indirect costs on their project should follow one of the following models.

Institutions that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant’s cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to distorting costs such as equipment purchases or subcontracts over \$5,000.

If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant’s cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the grant even if, during the course of the grant, the grantee negotiates a new IDC rate.

**4. BUDGET JUSTIFICATION**

The Budget Justification is a text section that is described below.

- It should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play.
- It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses; specifications for all hardware and software for which IMLS funding is requested should be provided.
- If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.
- It should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or be otherwise justified.
- It should be no more than two single-spaced pages.

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**SPECIFICATIONS  
FOR  
PROJECTS  
INVOLVING  
DIGITIZATION**

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Please complete the form on pages 5.9-5.10. This form is required if you are digitizing any part of your collection or records as part of the grant project, whether for internal or external use. Some of the questions on this form may not apply to your project, but please answer all that are applicable.

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**PROOF OF  
NON-  
PROFIT  
STATUS**

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If your organization is a private, non-profit organization (if you answered “Private Non-profit” or “Other” on Line 26 of the Face Sheet)

- You must submit a copy of the IRS letter indicating your organization’s eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will *not* accept a letter of state sales tax exemption as proof of non-profit status.

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**LIST OF KEY  
PROJECT  
STAFF AND  
CONSULTANTS**

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A one page list of all key museum staff and consultants for the project is required. If a name appears on this list, there must be a resume of no more than two pages to accompany it. Key project staff include all those staff, whether permanent, contract, consultant, or hired for the project, who play a major role in carrying out the project activities. If staff will be hired with grant funds, and therefore do not have a resume to include, then a position description of that project position *must* be included with the resumes.

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**RESUMES  
OR  
POSITION  
DESCRIPTIONS**

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Resumes or vitae for each person on the “List of Key Project Staff” are required.

- You must include resumes of both museum staff and consultants.
- Resumes are limited to two pages each for all key personnel.
- If staff is to be hired with grant funds, then include one-page position description of the qualifications of the person to be hired for the project.

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**ATTACHMENTS**

- Attachments are documents that specifically relate to the justification for the project.
- IMLS strongly encourages inclusion of needs assessments (formal or informal documentation used to evaluate and plan projects; that can include surveys, reports, etc.), reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.
  - Total attachments are limited to 20 one- or two-sided pages. This includes any books. If they are over 20 pages in length, they will not be included in your application, and cannot be returned to the applicant.
  - IMLS will remove any supplemental materials above the 20 page limit. They will not be sent to field reviewers as part of your application, and cannot be returned to the applicant.

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**GRANT  
PROCESSING  
INFORMATION  
SHEET**

- This sheet is used in part by staff to determine eligibility.
- The form is provided on page 5.12.
  - All questions must be answered.

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**SIGNED  
ASSURANCES**

- The Signed Assurances section contains all the applicable federal regulations that will need to be complied with if the grant is awarded. It certifies that the information in the application is correct.
- The form is provided on page 5.13.
  - Complete this section last, after completing the rest of the application.
  - The applicant's Authorizing Official must read the assurances and sign the accompanying certification statement.
  - The Authorizing Official may be the organization's chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization.
  - The application is not complete unless it has been signed by the Authorizing Official.

## Electronic Fill-In Application Forms

IMLS now makes all application forms available on its Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and submitted. *Caution:* the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

## How To Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below and the proper number of copies. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-8539.

### ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

#### STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

Extra  
Face Sheet  
(copy 1)

Extra  
Face Sheet  
(copy 2)

#### STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:

Face Sheet  
with Signature

Deficit  
Explanation  
(if applicable)  
1 page

Statement of  
Purpose/  
Institutional  
History

Strategic Plan  
Summary  
2 pages or fewer

Institutional  
Financial  
Statements

Narrative  
7 pages or fewer

Schedule  
of  
Completion

Summary  
Budget

Detailed  
Budget by Year

Budget  
Justification  
2 pages or fewer

Other  
Required Docs,  
if applicable  
(see items 8–10,  
p. 3.2)

List of Key  
Project  
Personnel

Resume(s) of  
key project  
personnel  
(2 pages  
per person)

Attachments  
(see p. 3.6)  
20 pages or  
fewer

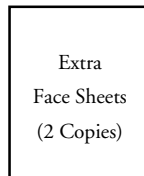
Grants  
Processing  
Information  
Sheet

Signed  
Assurances  
Form

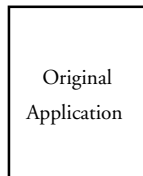


**STEP 3: MAKE 10 IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.**

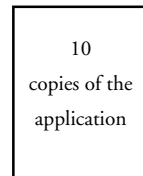
**STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:**



**STEP 1**



**STEP 2**



**STEP 3**

**PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.**

**YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.**

*Note: IMLS will not do your photocopying or collating!*

## Sending the Application to IMLS

Ship Museums for America applications to:

**Museums for America Grants**

**postmarked by November 15**

Office of Museum Services

Institute of Museum and Library Services

1100 Pennsylvania Avenue, NW, Suite 609

Washington, DC 20506

### SHIPPING

Shipping an application to IMLS:

- *Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.*
- All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery.
- Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage. If you are sending these kinds of materials, we encourage you to consider using alternate delivery services.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- *All applications must be dated no later than the application deadline.* Applications that do not meet the deadline will be rejected without evaluation.
- If the U.S. Postal Service must be used, IMLS recommends certified or registered mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked/dated the next business day.

### IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark/date deadline, it may not be sent out for review and may be rejected.

### PROOF OF SHIPPING

IMLS may ask for proof of shipping if the date on the package cannot be read.

- IMLS will accept dated shipping label, invoice, receipt from a commercial carrier or receipt stamped by the U.S. Postal Service.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.

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**PART 4**  
**CONDITIONS**  
**OF A**  
**GRANT**

## Conditions of a Grant

Notification of awards will be made in mid-July, 2005. Generally, project activities supported by Museums for America grants may be carried out for a period of up to 36 months. Projects may begin no earlier than August 1, 2005, and no later than October 31, 2005.

### PROJECT ASSESSMENT PLAN

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes.

- Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made.
- IMLS will work with grantees to create these assessment plans. *Information about outcome-based evaluation can be found on the IMLS Web site ([http://www.imls.gov/grants/current/crnt\\_obe.htm](http://www.imls.gov/grants/current/crnt_obe.htm)) or may be requested from IMLS.*

### AMOUNT OF GRANT

Museums for America grants range from \$5,000 to \$150,000 for total request.

- IMLS will review and negotiate budgets as necessary.
- Applicants may be granted an amount less than that requested.

### AWARD ELIGIBILITY

A 1:1 match is required in each category. All applications must demonstrate evidence of institutional strategic planning and relate the proposed project to the institution's plan. Projects should be investments in the organization that will have long-term institutional impact, not one-time activities.

A museum may not have more than one active Museums for America grant. Recipients of Museums for America funding must complete their projects before receiving funding for an additional Museums for America grant. The start date of any new application may not precede the end date of any previously funded Museums for America grant.

### COST SHARING

Projects costs must be matched 1:1 by the applicant.

- Applicants *must* provide at least one-half of the total cost of the project from non-federal sources.
- Costs may be supported by the grantee's cash outlays including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contributions that are used to support project activities.
- All listed expenses, including all cost sharing, must be incurred during the grant period.
- All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing.
- All listed expenses must be incurred during the grant period. The grant period begins anytime from August 1, 2005 to October 31, 2005 and is determined by the applicant at time of application. (See schedule of completion on page 3.3)
- Government-wide uniform administrative rules and requirements, and cost principles apply.

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**PAYMENT,  
ACCOUNTING,  
AND  
REPORTING  
PROCEDURES**

- A federal accounting office handles the payment of Museums for America grants.
- Grant recipients may request cash advances or reimbursements as needed during the project period.
  - Payments are made electronically.
  - IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures.

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**COPYRIGHT/  
WORKS  
PRODUCTS**

- Grants are subject to the provisions of Office of Management and Budget audit requirements, Circular A-133 (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>).
- Grant recipients are required to submit one or more interim performance reports on a bi-annual basis; they are required to submit a final performance report and a final financial report.

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**ANNOUNCEMENT  
OF AWARD**

- IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project.
- Products should be distributed free or at cost unless the recipient has received written approval for another arrangement.
  - The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award.
  - IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.
  - IMLS requires that recipients provide three copies of any products produced with IMLS funds to IMLS with the final reports.

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions by July, 2005.



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**PART 5**  
**APPLICATION**  
**FORMS**

## Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

- ☐ Face Sheet with signature (3 pages)
- ☐ Explanation of budget deficit, if applicable
- ☐ Statement of Purpose/Mission Statement and History (not to exceed one page)
- ☐ Strategic Plan Summary (not to exceed two pages)
- ☐ Institutional Financial Statements
- ☐ Narrative (not to exceed seven pages)
- ☐ Schedule of Completion
- ☐ Project Budget Forms
  - ☐ Summary Budget
  - ☐ Detailed Budget
  - ☐ Budget Justification
- ☐ Current, federally negotiated rate for indirect costs, if applicable
- ☐ Proof of Non-profit Status, if applicable
- ☐ Specifications for projects involving digitization, if applicable
- ☐ List of key project staff and consultants
- ☐ Resume(s) for key project personnel (not to exceed two pages per person)
- ☐ Attachments (not to exceed 20 pages)
- ☐ Grants Processing Information Sheet
- ☐ Signed Assurances Form



# Face Sheet

OMB No. 3137-0048

08/31/2005

CFDA No. 45.301

1. Applicant Organization \_\_\_\_\_

2. Institutional Mailing Address \_\_\_\_\_

3. City \_\_\_\_\_

4. State \_\_\_\_\_

5. Zip Code \_\_\_\_\_

6. Web Address \_\_\_\_\_

7. DUNS Number (9 digits) \_\_\_\_\_

8. TIN Number (9 digits) \_\_\_\_\_

9. Name and Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. \_\_\_\_\_

10. Business Phone of Project Director \_\_\_\_\_

11. Project Director Mailing Address \_\_\_\_\_

12. City \_\_\_\_\_

13. State \_\_\_\_\_

14. Zip Code \_\_\_\_\_

15. Fax Number of Project Director \_\_\_\_\_

16. E-mail Address of Project Director \_\_\_\_\_

17. Name and Title of Authorizing Official \_\_\_\_\_

18. Business Phone of Authorizing Official \_\_\_\_\_

19. Authorizing Official Mailing Address \_\_\_\_\_

20. City \_\_\_\_\_

21. State \_\_\_\_\_

22. Zip Code \_\_\_\_\_

23. Email Address of Authorizing Official \_\_\_\_\_

24. Sponsoring institution if applicable (e.g., municipality, state, or university)

☐ check if this entity will manage funds if an award is made. Name and address: \_\_\_\_\_25. Is the applicant organization university controlled? ☐ yes ☐ no26. Governing control of applicant ☐ State ☐ Municipal ☐ County ☐ Private Non-Profit☐ Tribal Government ☐ Other, please specify \_\_\_\_\_27. Type of organization (*check one*)☐ Aquarium☐ Arboretum/Botanical Garden☐ Art museum☐ Children's/youth museum☐ General museum\*☐ Historic house/site☐ History museum☐ Nature Center☐ Natural History/Anthropology museum☐ Planetarium☐ Science/technology museum☐ Zoo☐ Specialized\*\*☐ Other \_\_\_\_\_

\* A museum with collections representing two or more disciplines equally (e.g., art and history).

\*\* A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

28. Museum's attendance for the 12-month period prior to the application.

Onsite \_\_\_\_\_ Offsite \_\_\_\_\_ Electronic \_\_\_\_\_

29. Total number of hours the museum was open to the public for the 12-month period prior to application. \_\_\_\_\_

30. Year the Museum was first open and exhibiting to the public. \_\_\_\_\_

31. Number of full-time paid museum staff \_\_\_\_\_ 32. Number of part-time paid museum staff \_\_\_\_\_

33. Number of full-time unpaid museum staff \_\_\_\_\_ 34. Number of part-time unpaid museum staff \_\_\_\_\_

35.–36.

Fiscal Year	Revenue/ Support/Income	Expenses/ Outlays	Budget Deficit (if applicable)*	Budget Surplus (if applicable)
Most recently completed FY 20____	\$ _____	\$ _____	(\$ _____ )	\$ _____
Second most recently completed FY 20____	\$ _____	\$ _____	(\$ _____ )	\$ _____

\* If Institution has a budget deficit for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit.

37. Amount Requested \$ \_\_\_\_\_

38. Amount of Matching Funds \$ \_\_\_\_\_

39. Grant Period (Starting Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ — \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ending Date)  
(must begin between 8/1/05 -10/31/05)

40. Please check project type category (*check only one category*)

☐ Sustaining Cultural Heritage

☐ Supporting Lifelong Learning

☐ Serving as Centers of Community Engagement

41. Project Title \_\_\_\_\_

42. Institution Name \_\_\_\_\_

43. In the space below, summarize the project activities (2,000 maximum character count).

44. Certification: \_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

# Project Budget Form

## SECTION 1: SUMMARY BUDGET

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

### DIRECT COSTS

	IMLS	Applicant	Total
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
<b>TOTAL DIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>INDIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**TOTAL PROJECT COSTS \$ \_\_\_\_\_**

**AMOUNT OF CASH-MATCH** \$ \_\_\_\_\_

**AMOUNT OF IN-KIND CONTRIBUTIONS** \$ \_\_\_\_\_

**TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS)** \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS** \$ \_\_\_\_\_

**PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS** \_\_\_\_\_ %  
(MAY NOT EXCEED 50%)

Have you received or requested funds for any of these project activities from another federal agency?  
(Please check one) ☐ Yes ☐ No

If yes, name of agency \_\_\_\_\_

Request/Award amount \_\_\_\_\_

# Project Budget Form

## SECTION 2: DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 - Budget Period from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

### SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES \$</b>			_____	_____	_____

### SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES AND WAGES \$</b>			_____	_____	_____

### FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
<b>TOTAL FRINGE BENEFITS \$</b>			_____	_____	_____

### CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL CONSULTANT FEES \$</b>			_____	_____	_____

### TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
<b>TOTAL TRAVEL COSTS \$</b>				_____	_____	_____

# Project Budget Form

## SECTION 2: DETAILED BUDGET CONTINUED

Year ☐ 1 ☐ 2 ☐ 3

### MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL COST OF MATERIALS, SUPPLIES, &amp; EQUIPMENT \$</b>		_____	_____	_____

### SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL SERVICES COSTS \$</b>		_____	_____	_____

### OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL OTHER COSTS \$</b>		_____	_____	_____

<b>TOTAL DIRECT PROJECT COSTS \$</b> _____
--

### INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 3.5.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.  
☐ B. Federally negotiated indirect cost rate (see page 3.5).

\_\_\_\_\_  
Name of Federal Agency Expiration

\_\_\_\_\_  
Date of Agreement

Rate base Amount(s)

\_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

	IMLS	Applicant	Total
C . Total Indirect Costs	\$_____	\$_____	\$_____

## Specifications for Projects Involving Digitization

This form must be included if project involves digitization of collections or records for internal or external purposes.

1. Describe types of materials to be digitized (i.e., artifacts, maps, manuscripts, photographs, audio recordings, video recordings, motion pictures) and number of each:

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2. Identify copyright issues and other potential restrictions:

☐ Public Domain \_\_\_\_% of total      ☐ Permissions have been obtained \_\_\_\_% of total

☐ Permissions to be requested \_\_\_\_% of total – Plan to address: \_\_\_\_\_

☐ Privacy Concerns \_\_\_\_% of total – Plan to address: \_\_\_\_\_

☐ Other - Explain: \_\_\_\_\_

3. List the equipment, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server): \_\_\_\_\_

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4. Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (minimum resolution, depth, tone, pixels) :

☐ Master \_\_\_\_\_

☐ Access \_\_\_\_\_

☐ Thumbnail \_\_\_\_\_

☐ Formats for other media (e.g., audio, video, motion picture), include sampling rates, if applicable \_\_\_\_\_

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5. Describe 1) the delivery medium that will be used and 2) the digital access management system or systems that will be used to make this material available to others. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Describe the quality control plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Estimate cost per image. Include costs such as scanning, quality control and indexing. Indicate the basis for calculation: \_\_\_\_\_  
\_\_\_\_\_
8. Explain how content will be discovered through metadata, including which standards you will use (e.g., MARC, EAD, Dublin Core): \_\_\_\_\_  
\_\_\_\_\_
9. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and funding): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility, such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Describe plans for submitting information about the project to a national level registry of digital resources, such as the Association of Research Libraries' Digital Initiatives Database (<http://www.arl.org/did/>) or OCLC's Cooperative Online Resource Catalog (<http://www.oclc.org/corc/>): \_\_\_\_\_  
\_\_\_\_\_
12. Provide URL(s) for applicant's previously-digitized collections: \_\_\_\_\_





## Grant Processing Information Sheet

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**ELIGIBILITY  
REQUIREMENTS****ALL IMLS MUSEUMS FOR AMERICA GRANT APPLICANTS MUST  
ANSWER THE FOLLOWING QUESTIONS.**

Check the appropriate answer.

1. Is the museum organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes?

☐ Yes

☐ No

2. Does the museum care for, and own or use tangible objects, whether animate or inanimate?

☐ Yes

☐ No

3. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?

☐ Yes

☐ No

4. Is the museum open and exhibiting to the public at least 120 days a year?

☐ Yes

☐ No

5. Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum?

☐ Yes

☐ No

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.*

### **CERTIFICATION OF AUTHORIZING OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)*

I have examined this application, and I hereby certify on behalf of the applicant organization that

- 1) the information provided is true and correct *and*
- 2) all requirements for a complete 2005 IMLS application have been fulfilled *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, nondiscrimination, drug-free workplace, and lobbying activities as set forth in the Assurances statement below.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR Part 1180 et seq.), all statutes outlined below, and all other applicable federal statutes and regulations.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorizing Official (printed or typed)

\_\_\_\_\_  
Mailing Address of Authorizing Official

\_\_\_\_\_  
Business Phone of Authorizing Official

\_\_\_\_\_  
E-mail Address of Authorizing Official

*IMLS Regulations are available upon request.*

## ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

#### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

#### FEDERAL DEBT STATUS

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### DEBARMENT AND SUSPENSION

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**NON-  
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

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**DRUG-FREE  
WORKPLACE  
ACT OF  
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
  - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the grantee's policy of maintaining a drug-free workplace;
    - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) abide by the terms of the statement; and
    - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION  
REGARDING  
LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

- The authorizing official certifies, to the best of his or her knowledge and belief that:
- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
  - (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL  
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

## **II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

**SUBAGREEMENTS**

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
  - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE  
AMERICAN  
HUMAN  
REMAINS  
AND  
ASSOCIATED  
FUNERARY  
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC  
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL  
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

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**RESEARCH  
ON HUMAN  
AND  
ANIMAL  
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

*For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539.*







INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

Washington, DC 20506

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Permit No. G-274

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